

# Release Notes

## HR Core Business

Release 2017-07

version 1

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## Changed and improved

### 1. Cleaning up old HRSS files

**Reports > Failed HRSS changes reports**

#### Why

It was time that the many reports on failed HRSS changes were cleaned up.

#### How

After this release, all reports on failed HRSS changes older than 14 months will be removed every day. The majority will be removed during the first removal action: 1,655,598 reports.

A total of 2,062,216 reports will be removed.

#### Your action

No action is needed.

## Solved messages

### 2. Changes to memo fields not shown in *Change report (extensive)* (change 432968)

**Reports > Summaries of checks > Change report (extensive)**

#### Message

After changing a memo field, the change was not shown correctly in the *Change report (extensive)*.

#### Solution

This has been resolved so that you will now see the correct value in the *Change report (extensive)*.

### Your action

No action is needed.

## 3. Error message in report on Failed HRSS changes was made more clear (change 424004)

### Reports > Failed HRSS Changes

#### Message

The *Failed HRSS Changes* report sometimes contained an unclear technical error message about data that was received.

#### Solution

The technical error message has now been changed to read: *Received data cannot be processed*. If this message occurs, there is a technical reason for this failure. Please contact the Service Desk.

In order to minimise or eliminate these situations, we have also extended the time-out delay.

### Your action

No action is needed.

## 4. Browsing to the next page did not work (change 438243)

### Settings > Hr Easy Docs

#### Message

If there were several pages in *HR Easy Docs*, browsing to the next page by clicking the arrow or the page number was not possible.

#### Solution

This has been resolved so that browsing via the arrow or the page number works again.

### Your action

No action is needed.

## 5. Leave request with automatic write-down did not work anymore (change 332147)

### Leave of Absence > Leave Request

#### Message

Requesting for leave with automatic write-down was no longer possible in HR Core Business. There was no problem with the leave requests from HR Self Service and leave requests with automatic write-down were processed correctly.

#### Solution

The software has been changed so that leave can be requested in combination with automatic write-down again.

#### Your action

No action is needed.

## Management Information Business

No release.

# Release Notes

## HR Core Business

Release 2017-06

version 1

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## Solved messages

### 1. Failed HRSS changes - error message made easier to understand now (change 403018)

#### Message

The error message that was shown if HRSS changes failed was not always clear.

#### Solution

We have changed the text of the error message to make it easier to understand,

- For numerical fields, this text has become:  
*Data validation error. No valid [number/amount]; field value is [stated value].*
- For date fields, this text has become:  
*Data validation error. No valid date; field value veld is [stated value].*

#### Your action

No action is needed.

### 2. Selecting a company via the navigation path did not always work correctly (change 7035)

#### Message

Collective leave was sometimes granted at the wrong level. This was because the navigation path (breadcrumb) and the selection of the company were not in sync with each other, as a result of which collective leave was incorrectly saved at the customer level instead of at the company level.

#### Solution

##### **Company > Leave of Absence > Collective Leave**

The software has been changed so that collective leave will be saved at the correct level.

#### Your action

No action is needed.



### 3. Recalculate effective date for AOW - Dutch statutory pension scheme

#### Message

The *Effective date for AOW* was not recalculated for employees who were already employed.

#### Solution

With effect from this release, the *Effective date for AOW* will be recalculated automatically for all active employees.

#### Your action

No action is needed. Recalculating is done automatically.

# Release Notes

## HR Core Business

Release 2017-05

version 1

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## Important messages

If you wished to create a new employee within a company, all the data had to be entered all over again, also if an existing employee was assigned to another company. Therefore, we were frequently asked if it could be made possible to copy employees. This release introduces the new function of Copy employee that enables you to copy personal details from one employee to another employee. This can be done among several companies for one customer.

## New

### 1. Copy employee

#### Why

The idea that won the vote in the Idea portal was the possibility to copy employees. To date, you have had to record all details again when creating a new employee.

This release introduces the possibility in HR Core Business to copy an existing employee's personal details to a new employee.

This enables you to:

- Copy an employee who is employed by your organization.
- Copy an employee who has left your organization's employment.
- Copy an employee from one company to another company.

You can then change and supplement these details as required.

#### How

##### **Employee > Employee Data > Copy Employee**

The *Copy employee* wizard lets you start a process that enables you to copy the personal details of a selected employee to a new employee.

The system copies the personal details that are active on the reference date, as well as any future changes. If you copy an employee within the same company, do not forget to change their employee code. This must be unique inside the company.

After starting the *Copy employee* function, you should first search and select the employee whose details you would like to copy. At the top of the *Copy employee*

screen, under the *Employee data* header at the top, you can see the employee concerned.

You should see the Company and the matching company-specific collective bargaining agreement and Risk group of the original employee under the company-specific details. Here, you can state the Company that you would like to copy the new employee to (with the matching company-specific collective bargaining agreement and risk group). You should also check the Employee code and the Income relationship number in this screen and you can change them here if necessary.

Saving the details in the *Copy employee* screen starts the *Create employee* wizard and the first wizard screen, Step 1 of 6, is shown. Go through all the screens of this wizard, adjusting the new employee's details as and when relevant.

### Your action

To create a new employee, you can now opt for the *Create employee* function or the *Copy employee* function.

## Management Information

### Solved messages

## 2. Report R-ZK-10110-a did not show any information for February

### Message

You can make any absence that has lasted longer than 730 days visible in the *R-ZK-10110-a* report by selecting the value **0** in this situation. However, if you had stated the value **0**, any absence longer than 730 days was not shown in the *R-ZK-10110-a* report.

### Solution

The software has been changed so that the report will show the requested information again.

### Your action

No action is needed.

### 3. Report showed differences between R-ZK-10000 and R-ZK-10100 Average absence duration

#### Message

The values of the *Average absence duration* columns of the *R-ZK-10000-a Sickness statistics Total* and *R-ZK-10100-a Sickness statistics - Periodically* reports were not identical although they should be.

#### Solution

We have changed the leave day calculations so that:

- The *R-ZK-10100-a Sickness statistics - Periodically* report now shows the correct values.
- The *Average absence duration* columns of the *R-ZK-10000-a Sickness statistics Total* and *R-ZK-10100-a Sickness statistics - Periodically* reports now show identical results.

#### Your action

No action is needed.

# Release Notes

## HR Core Business

Release 2017-04

version 1

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## Solved messages

### 1. *Processing error* message when generating a Work Schedule

menu **Company > Work pattern > Generate Work Schedule**

#### Message

The following message sometimes appeared when generating the work schedule: *Processing error*. This was caused because one or more collective days off coincided with an employee's scheduled day off.

#### Solution

The software has been changed so that any collective days off that coincide with scheduled days off are now shown as *processed* and the error message is no longer shown.

#### Your action

No action is needed.

### 2. Reports - Date of leaving employment sometimes not in the summary of employees no longer employed (change 67103)

menu **Reports > HR management > Summary of Employees No Longer Employed**

#### Message

Employees reported as no longer being employed by the company on 1 January of a certain year were not shown in the *Summary of Employees No Longer Employed*. If you called up the same report of 31 December of the previous year, the employee was not listed in the summary either. If the *Date of leaving employment* was exactly in the transition period, the employee was not included in the *Summary of Employees No Longer Employed*.

### Solution

The software has been changed so that, when calling up the *Summary of Employees No Longer Employed*, the people who left the company on the last day of a period at the end of the year are correctly included in the report as well.

### Your action

No action is needed.

## 3. Incorrect description for failed HRSS change (change 399987)

### Reports > Failed HRSS Changes

#### Message

If an HRSS change failed, the following message was sometimes returned: *Incorrect key element received*.

#### Solution

This error message has now been split up into the following four new error messages to provide more clarity:

1. *Employee does not, or not yet, have an employment on date {start date}.*
2. *{Description} does not exist.*
3. *{Description} does not match the contract indicated.*
4. *{Description} was already deleted on: {Date}.*

### Your action

No action is needed.

## 4. Calling up the Presence schedule was not always successful (change 389491)

### Company > Work pattern > Presence Schedule

#### Message

When the Presence schedule was called up, the following error message sometimes appeared for no reason: *An error occurred while processing (Database)*.

#### Solution

The software has now been changed so that this error message no longer shows.

### Your action

No action is needed.

## Orgsight

### 5. New - Search by last name only

#### Why

The search function in **OrgSight**, using the *Search for....* field, searches for different attributes (name, job, email address, etc) of an employee. For example, if you search for the term *ra* within Raet, this will yield a list of all employees since their email addresses all end in *@raet.com*. Therefore, it should also be possible to only search by employees' last names.

#### How

This release adds a checkbox to the search function enabling you to indicate that you want to limit *Search for....* to the last names of the employees.

#### Your action

If you only want to search by last name, you can indicate this by ticking the checkbox for your search.

## Management Information Business

## HR Data Feed

### 6. The layout has been changed and now matches Youforce

#### Why

To make the HR Data Feed better match the look and feel of Youforce, some visual changes were made to the HR Data Feed.

#### How

A new start menu named *Settings* was added. The existing functionality has been placed here and its look and feel now match the look and feel of Youforce.

## 7. HR Data Feed - new option *Current data only*

### Why

By default, the HR Data Feed supplies all the data that is available in Management information. This enables you to fill your data warehouse with information so that you can retrieve it again later.

If you only need the situation at the moment of exporting, the HR Data Feed contains much more information than you need, and unnecessary demands are placed on bandwidth and storage capacity.

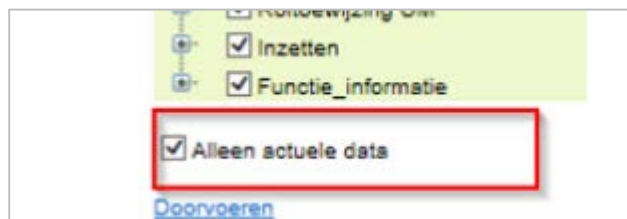
The HR Data Feed therefore now features an option that enables you to select whether you only wish to receive the current data of the selected entities, or the entire history.

### Your action

No action is needed.

### How

The *Current data only* option has been added at the bottom of the selection screen in HR Data Feed.



By default, this option is off so that you still get the files in the way that you are accustomed to. If you activate this option, you will get the records that are valid that day - i.e. on the day when the file is created - with the **first next delivery** of the selected entities.

### Comment

If you wish to update both your data warehouse and own applications, and/or Excel files using HR Data Feed, then please make sure that you have set this option correctly.

### Your action

- If you only wish to receive the current situation of the selected entities, activate the *Current data only* option.
- If you wish to receive all situations of the selected entities, deactivate the *Current data only* option by unselecting the checkbox.

# Release Notes

## HR Core Business

Release 2017-03

version 1

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## Solved messages

### 1. The *Unexpected error* message sometimes appeared (change 6757)

The *Unexpected error* message sometimes appeared for no good reason

#### Message

The *Unexpected error* message sometimes appeared.

#### Solution

This message appeared, for example, if you accidentally clicked on *Create employee* causing the wizard to start or abort and you then navigated to the *Employee* or *Employment Contract* screens.

The software has been changed so that this message will show less often with effect from this release. We will make sure in a future release that the message will no longer appear in the situation referred to above.

#### Your action

If the error message shows, you can use the following work-around: *Return to the Create employee wizard.*

### 2. EDI message failure due to length of EDI contact centre's name (change 6811)

EDI message failure due to length of EDI contact centre's name being too long

#### Message

Some EDI sickness messages could not be sent and a message would then show stating that the name of the EDI contact centre was too long.

#### Solution

##### **menu Company > Illness > EDI contact centres**

If the name of an EDI contact centre is more than 35 positions, the sickness messages will not be sent. However, the field in question is not limited to 35 positions, and a name of up to 100 characters can be entered here. Since this is a generic field, checks on the

number of positions are not possible. We have therefore changed the explanation for this field in the online help as follows.

Field	Explanation
Name	<p>State the name of the EDI contact centre.</p> <p><b>Note</b> This name can be up to 35 positions. Since this is a generic field, the system does not check the number of positions. However, if the name is more than 35 positions, the sickness report will not be sent correctly.</p>

See online help: Descriptions of procedures for the Netherlands > HR Core Business > Illness > EDI sickness messages > EDI report centres.

### Your action

You do not have to take any action.

## 3. Collective leave not granted consistently (change 382219)

### Message

Collective leave would sometimes not be granted in full. This happened when for an employee's collective leave was blocked for a specific day. After this, collective leave was never granted to the employee again because of a bug in the procedure.

### Solution

The software has been changed so that Collective leave will be granted correctly from now on.

### Your action

You can correct any leave that has already been granted by submitting your request again. However, in the field Aantal verlofuren the number of hours then has to be **0**. The system will then grant the missing leave.



# Management Information Business

## Changed and improved

### 4. Default report 10110a - filter added (730 days)

**Default report 10110a - filter added to exclude people who have been absent due to illness for more than 730 days.**

#### Why?

Several customers asked for the possibility to exclude people who had been absent due to illness for more than 730 days from Default report 10110a.

#### How

A filter was added to this default report, enabling you to exclude cases where people have been absent due to illness for more than 730 days from the report.

#### Your action

No action is needed.

### 5. New leave entity in HR Data Feed and Report Builder

#### Why?

A new entity has been added to the HR Data Feed and Report Builder in order to provide more transparency as regards leave balances.

#### How

##### HR Data Feed

The following entity has been included in the HR Data Feed under the Employment Contract data group: *LeaveBalance*.

You can find the fields of this new entity in the Leave Balance and Leave Request fields in HR Core Business.

Note: the new entity will not be included in your files until you have selected this new entity or these fields in the HR Data Feed configuration.

The table below shows the fields of the new *LeaveBalance* entity.

Group	Entity	Field
EmploymentContract	LeaveBalance	TypeOfBalance
EmploymentContract	LeaveBalance	DescriptionOfTypeOfBalance
EmploymentContract	LeaveBalance	BatchId
EmploymentContract	LeaveBalance	ValidityStartDate
EmploymentContract	LeaveBalance	Posting date
EmploymentContract	LeaveBalance	ValidityEndDate
EmploymentContract	LeaveBalance	TransferredLeaveBalance
EmploymentContract	LeaveBalance	Key
EmploymentContract	LeaveBalance	LeaveBalance
EmploymentContract	LeaveBalance	TypeOfLeave
EmploymentContract	LeaveBalance	DescriptionOfTypeOfLeave
EmploymentContract	LeaveBalance	ExpiryDate

The documentation for the HR Data Feed will be updated accordingly.

### Report Builder

The menu item *Employee > Leave of absence* in the Report Builder features the following new entity: *Leave Balance*.

You can find the fields of this new entity in the *Leave Balance* and *Leave Request* fields in HR Core Business.

The table below shows the fields of the new *Leave Balance* entity.

Main group	Group	Entity	Field
Employee	Leave	Leave balance	Type of balance
Employee	Leave	Leave balance	Description of type of balance
Employee	Leave	Leave balance	Posting date
Employee	Leave	Leave balance	Transferred LeaveBalance
Employee	Leave	Leave balance	Leave balance

Employee	Leave	Leave balance	Leave balance
Employee	Leave	Leave balance	TypeOfLeave
Employee	Leave	Leave balance	TypeOfLeave_menu
Employee	Leave	Leave balance	Type of leave description
Employee	Leave	Leave balance	Type of leave description_menu
Employee	Leave	Leave balance	Expiry date

### Your action

If you would like to use these fields as input for your own internal information provision (e.g. internal data warehouse), then make the systems suitable, or have the systems made suitable, for this purpose.

# Release Notes

## HR Core Business

Release 2017-02

version 1

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## Solved messages

### 1. Incorrect information in Leave Entitlement report (change 370530)

menu Reports > My Reports

#### Message

Creating a new leave year or correcting the current leave year would display incorrect information in the *Leave Entitlement* report. The *Total* column showed double values.

#### Solution

With effect from this release, you will no longer see any double values in the report when a new leave year has been created or a year has been corrected. Correcting previously created reports is not possible

#### Your action

You do not have to take any action.

### 2. Leave balance = 0 (change 370535)

#### Message

An employee's leave balance would sometimes wrongly show the value **0**. This only occurred when the first leave year was concerned and no recalculation had been made.

#### Solution

The software has been changed so that, from now on, the leave calculation will always take place and an employee's leave balance will no longer be wrongly shown to be **0**.

#### Your action

You do not have to take any action.

### 3. Auto category field not processed correctly when supplied from Self Service (change 373800)

#### Message

The data of the *Auto category* field that had been changed in Self Service was not always processed correctly.

#### Solution

The software has been changed, so that any changes to the *Auto category* field are now processed correctly in HR Core Business.

#### Your action

You do not have to take any action.

### 4. Overlapping notifications of employees reporting sick processed in HR Core Business (change 3940)

**menu Employee > Sickness > Sickness absence**

#### Message

Notifications of employees reporting sick with overlapping dates from Self Service would sometimes be processed in HR Core Business.

#### Solution

From now on, any notifications of employees reporting sick with overlapping dates will be rejected in HR Core Business and the following message will show:

*Sickness absence (Start date xxxx/xx/xx to End date {-}) overlaps with another absence for sickness.*

#### Your action

You do not have to take any action.

# Release Notes

## HR Core Business

Release 2017-01

version 1



# Contents

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## New HR Core Business developments

### 1. Migration to the renewed interface between Self Service and HR Core Business

All customers were transferred to the renewed interface between Self Service and HR Core Business in December 2016. As part of a future release, we will make sure that the *Reports > Failed RSS changes reports* menu function is removed from the profiles.

## New

### 2. Interface with new health & safety services (Dutch arbodiensten)

#### Why

The health & safety services Empirion, Tredin and Perspectief Groep were not in the list of values yet.

#### How

The health & safety services Empirion, Tredin and Perspectief Groep have been added to the list of values. With effect from this release, you can forward new notices of employees who have reported ill to these health & safety services.

Please make sure to configure the correct effective date for the Edi reporting center. Any notices about employees reporting ill that you enter after that date and whose *First day of absence* is after that date will be sent to the health & safety service in question.

## Solved messages

### 3. Error message when switching user groups

#### Message

An error message would sometimes show when using the icon in the left bottom corner of the screen to switch user groups.

#### Solution

This error message will no longer be displayed after this release.

#### Your action

You do not have to take any action.

### 4. Unclear error message for failed changes 1

#### Reports > Failed HRSS Changes

#### Message

Upon entering a change for a record that did not occur in the system on the change date yet, a vague error message, *Incorrect key data received*, was displayed.

#### Solution

With effect from this release, this text has been changed into: *{gegeven} to be edited, does not exist on date {Datum}*.

#### Your action

You do not have to take any action.

### 5. Unclear error message for failed changes 2

#### Reports > Failed HRSS Changes

#### Message

If a change was received from Self Service and this change contained several instances of one and the same element with different values, the change would cause a block.

#### Solution

After this change, no block is caused but the following message is shown instead:

*This workflow contains different values for one and the same data element.*

*Error in Data element field: The value should be the same for this data element; field value is: value.*

*Error in Data element field: The value should be the same for this data element; field value is: value.*

### Your action

You do not have to take any action.

## 6. Not all pages were exported when exporting free fields (change 6126)

### Employee > Employee Data > Free Screens

#### Message

Selecting the *Free Screens* page shows the employees for whom this free screen has been filled. If this concerns many employees, they will be spread over several pages. If you used the **Export** button to tick *Export all pages*, only one line was exported to Excel, PDF, Word, CSV or XML.

#### Solution

This has been resolved and all data will be exported from now on.

#### Your action

No action is needed.

## 7. Withdrawing leave of absence, balance is not updated (change 7121)

### Employee > Leave of absence > Leave balance

#### Message

The leave balance would sometimes not be updated correctly upon withdrawing a leave of absence.

#### Solution

The software has been changed. The balance is now updated automatically after a leave request has been withdrawn; however, this can take some time.

#### Your action

The leave balance will be updated automatically the next time that leave is taken. If you see that a specific leave balance is not correct, you can update the leave balance for the employee in question by means of the **Recalculate** button.

You can also recalculate the leave balance at company level so that the leave balances shown will be correct again. Go to Company > Leave of absence > Grant leave entitlement, and then select **Correct current leave year** at *Action*.

# Release Notes

## Dashboards Business

Release 2017-01

version 1

# Content

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This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message (change .....) in question in our system.

## Important messages

This release provides the extended dashboards for the *Manager* and *Professional*. The actual monthly sickness cost and wage costs have been added, sourced from the Payroll. Dashboard Publisher enables you to select the dashboards you wish to show to the managers and professionals in your organization.

## New

### 1. Dashboard Publisher

#### Why

Since different organizations have different information needs, Raet continues to develop new and more specific dashboards in conjunction with its customers.

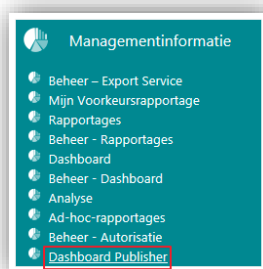
The dashboards supplied by Raet are changed and expanded based on suggestions that customers make, e.g. through our ideas portal.

We also offer you more control whenever changed dashboards are made available for your organization. In order to prevent you from suddenly being confronted by changed dashboards after a release where major changes have been made, we will make both the existing and changed dashboards available for a period of time. This allows you to decide for yourself when to start using the improved dashboards.

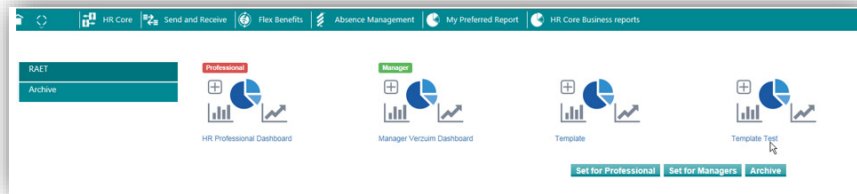
#### How

Dashboard Publisher lets you decide which dashboards to use in your organization.

An extra item for professionals has been added to the Management Information tile: Dashboard Publisher.



After opening the Dashboard Publisher, you will see the following view:



On the left you can see two sets of selections: *Raet* and *Archive*. This enables you to select which sets of dashboards should be shown. The dashboards in the Raet set are the dashboards that are maintained by Raet. If you use dashboards from this selection, you are using the up-to-date versions as maintained by Raet. This means that any changes published by Raet will have a direct effect on your end users. Dashboards in Archive are dashboards that are specific to your organization. If you use dashboards from this selection, any changes to dashboards published by Raet will not have an automatic immediate effect for your end users.

Initially, only Raet dashboards are available.

After you have selected a dashboard, you will be offered the option to link the dashboard to one of the two available tiles on the portal or to copy it to the Archive. This means that, if you select a dashboard and click the **Set for Professional** button, this dashboard will from now on be displayed if a user uses the *Dashboard Professional* tile within the portal. Using the *Archive* option copies the dashboard to the archive.

You can easily identify which dashboard has been linked to a tile because linking a tile causes a label to be displayed with the dashboard. It is possible to link one dashboard to both the manager tile and the professional tile.

## Your action

You can authorize this new option in Youforce *Portal* > *Access Management*.